



## SCHOOL APPROVAL APPLICATION

(WAC 308-124H-230)

FOR VALIDATION ONLY

**Fee: \$250.00 (non-refundable)**

Please check one below and enter ID# if you mark renewal.

☐ **Original Approval**    ☐ **Renewal\*** – School ID# \_\_\_\_\_

**Make remittance payable to State Treasurer.  
Send this application with your remittance to:  
Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048**

### SCHOOL INFORMATION

LEGAL NAME OF SCHOOL			
ADDRESS OF SCHOOL (Street, PO Box, Suite#)			
CITY		STATE	ZIP
TELEPHONE NO.	FAX NO.	E-MAIL ADDRESS	
Please mark appropriate form of ownership: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Limited Liability Company			
Is this a subsidiary of another corporation? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>If "yes", attach proof of current registration with the Washington Secretary of State's office, and the name, address, and telephone number of agent.</small>			

### ADMINISTRATOR INFORMATION

Name _____  Experience as administrator: <i>(Attach additional pages if necessary)</i>  Educational institutions – describe: _____  Course or program delivery – describe: _____  Business activities related to real estate – describe: _____  Administrative experience in the field of real estate – describe: _____  <b>Please answer the questions below either "yes" or "no". If any answer is "yes", attach a letter of explanation to this page.</b> 1. Have you been convicted of a crime within the last ten years? _____ 2. Have you ever been found in violation of any local, state, or federal antidiscrimination law? _____ 3. Has disciplinary action been taken against any professional license issued to you in this state, or in any jurisdiction? _____ _____ Type of license _____
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**Please include the following attachments with your application, if you checked the "Original Approval" box:**

- Required Publication (WAC 308-124H-260)
- Course Description (WAC 308-124H-270)
- Check in the amount of \$250.00 (for a two year period – make payable to Washington State Treasurer)

***All information and requested materials must be provided or application will be returned***

The applicant, \_\_\_\_\_ attests to having read and agrees to administer the school activities pursuant RCW 18.85, WAC 308-124H.

**X** \_\_\_\_\_  
SCHOOL ADMINISTRATOR'S SIGNATURE

\_\_\_\_\_  
SCHOOL NAME

\_\_\_\_\_  
DATE

**\* If there are no changes in the original school or school administrator approval application for a previously approved school or school administrator, the school or school administrator will be approved upon receipt of a school or school administrator renewal application and payment of the required fee (WAC 308-124H-221).**

## Instructions for Completing the School Approval Application

Check the appropriate box for Original Approval or Renewal. You may only check the Renewal box if there are no changes in the original school or school administrator approval application for a previously approved school or school administrator. If you check the Renewal box, please enter the ID number for the school; you need only submit this completed application and the required fee. You do not need to submit additional material.

### School Information

1. Legal Name of School: Use the full legal name of the school as you wish it to appear on the approval certificate.
2. Address, phone number, fax number, and e-mail address: Include PO Box and suite number, if applicable.
3. Complete the corporate information as it applies to you.

### Administrator Information

1. Name: Give your full legal name as you intend to use it in all documentation associated with the school and its records.
2. Complete any one or more of the following four questions as they may pertain to you and your experience or educational background. Be sure to attach additional information as it applies to your qualifications. It will be taken into consideration toward your approval as a school administrator.
3. Answer the legal questions as they may apply to you. Include additional as attachments if necessary.

### What to Include With This Application

1. If this is a renewal, all you need to submit is a completed application and the appropriate fee.
2. If you checked the original approval box, please include the following with your completed application and fee:
  - **Required Publication** – this is your school pamphlet, booklet, or information sheet which contains:
    - a) Date of publication;
    - b) Name and address of school;
    - c) Name and address of the administrator and telephone number(s) of the school's administrative offices;
    - d) A list of courses;
    - e) Description of all course prerequisites;

- f) The school's policy regarding:
    - admission procedure;
    - causes for dismissal and conditions for readmission;
    - attendance requirements, leave, absences, makeup work, and tardiness;
    - standards of progress required of the student, including a definition of the grading system of the school, the minimum grades considered satisfactory and the conditions for reentrance for those students whose course study is interrupted;
    - refund policy of registration or tuition fees, record retrieval fee, or any other charges, including procedures a student shall follow to cancel enrollment before or after instruction has begun;
  - g) The statement: "This school is approved under chapter 18.85 RCW; inquiries regarding this or any other real estate school may be made to: Washington State Department of Licensing, Real Estate Program, P. O. Box 9015, Olympia, WA 98507-9015";
  - h) Dated supplements or errata sheets so as to maintain accuracy of the information in the publication, which shall clearly indicate that such information supersedes that which it contradicts and/or replaces elsewhere in the publication.
- **Course Description** – each approved school shall have this available for distribution to prospective and enrolled students;
  - **Check** – in the amount of \$250.00 for a two year period, made payable to Washington State Treasurer; send remittance, along with the application to: Department of Licensing, Real Estate Program, P. O. Box 9048, Olympia, WA 98507-9048.
3. The school administrator is the required signature for this application. No other signature will be accepted.

**INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED**

Completed applications are processed within 45 days of receipt.